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ABSTRACT

Arkansas State University Beebe Branch provides a liberal arts oriented program for traditional and nontraditional students. Its faculty handbook contains institutional goals, description of responsibilities of administrative officers and faculty committees, faculty employment policies, and administrative and instructional policies. The Constitution of the Faculty Association, complete statement of tenure policy, and leave of absence and travel policies are appended. (JT)

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ARKANSAS STATE UNIVERSITY

BEEBE BRANCH

FACULTY HANDBOOK

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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HE 007 247

November 1975

ARKANSAS STATE UNIVERSITY

BEEBE BRANCH

FACULTY HANDBOOK

Specific policies which are in effect at the time this handbook is published, or which are included as appendixes herein, are subject to change without notice and the changes may become effective immediately upon approval by the administration or the board of trustees of the University.

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November 1975

TABLE OF CONTENTS

PAGE

HISTORY AND GOALS OF THE BEEBE BRANCH..... 1

Institutional Goals..... 2

DESCRIPTION OF ORGANIZATIONAL POSITIONS..... 6

Board of Trustees..... 6

The President..... 7

Dean of the ASU-Beebe Branch..... 7

Dean of Instruction..... 8

Dean of Students-Registrar..... 8

Librarian..... 10

Division Chairpersons..... 10

Chief Fiscal Officer..... 11

Purchasing Agent..... 11

Director of Physical Plant..... 12

Director of Public Information..... 12

FACULTY COMMITTEES..... 14

Discipline Committee..... 14

Admissions and Credits Committee..... 14

Campus Beautification Committee..... 14

Library Committee..... 14

Publications Committee..... 14

Scholarship Committee..... 14

Co-Curricular Committee..... 15

Page

Curriculum Committee..... 15
Cooperative Education Committee..... 15
Study Committee on the Improvement of Instruction and Curriculum Development..... 15
PERSONNEL POLICIES - EMPLOYMENT OF FACULTY..... 16
General Statement of Employment Policy..... 16
Appointment of Teaching Staff..... 16
Credentials Required..... 16
Faculty Salaries..... 17
Faculty Evaluation..... 17
Tenure..... 18
Academic Responsibility..... 18
Retirement..... 19
Vacations..... 20
Insurance and Hospitalization..... 20
Sick Leave and Disability..... 20
Educational Privileges..... 21
Semester Teaching Load..... 21
Work Week - Office Hours..... 22
Absence from Campus..... 22
Faculty Meetings..... 22
Faculty Association..... 23

PAGE

Summer School Employment Plan..... 23
Leave of Absence..... 23
Attendance of Faculty at School Activities..... 23
Membership in Professional Organizations..... 24
Outside Employment..... 24
ADMINISTRATIVE AND INSTRUCTIONAL POLICIES..... 25
Admission of Students..... 25
Registration Procedures..... 25
Class Roster..... 25
Schedule Changes..... 25
Withdrawals from the Beebe Branch..... 26
Mid-Semester and End-of-Semester Grade Reports..... 26
Student Class Attendance..... 26
Grading System..... 27
Administration and Supervision of Classroom Instruction..... 28
Catalogue and Class Schedule Planning..... 28
Instructional Supplies and Textbooks..... 28
Assignments of Classrooms and Office Space..... 29
Counseling and Guidance..... 29
Student Activities..... 29
Financial Aid and Scholarships..... 30
Field Trips and Excursions..... 30

PAGE

LIBRARY..... 31
Service Policies..... 31
Purchase of Books, Periodicals and Other Instructional Materials..... 31
Circulation Regulations..... 31
AUDIO VISUAL SERVICES..... 33
Media Center..... 33
Films from State Library..... 33
Audio-Visual Equipment..... 33
Independent Learning Center..... 33
BUSINESS PROCEDURES..... 34
Budgetary Procedures..... 34
Purchasing Procedures..... 34
Student Employees..... 35
Maintenance..... 35
Travel Regulations..... 35
MISCELLANEOUS INFORMATION..... 36
Issuance of Keys..... 36
News Releases..... 36
Student Placement Activities..... 36
Motor Vehicle Registration..... 36
Calendar of Activities..... 36
Use of Gymnasium..... 36

PAGE

APPENDIX A..... 38

APPENDIX B..... 42

APPENDIX C..... 48

APPENDIX D..... 50

HISTORY AND GOALS

The Beebe Branch of Arkansas State University, located 31 miles from Little Rock and 110 miles from the main campus at Jonesboro, was established by Act 282 of the 1927 Arkansas General Assembly, as the Junior Agricultural College of Central Arkansas. The first classes were held in October 1929. Act 84 of the 1955 General Assembly abolished the institution as an independent organization, and its administration was assigned to Arkansas State College at Jonesboro. When Arkansas State College became Arkansas State University, July 1, 1967, the campus at Beebe was thereafter called Arkansas State University-Beebe Branch. The Beebe Branch operates under the direct supervision of the president of Arkansas State University and the board of trustees of the University. The board of trustees, a constitutionally defined body, has been responsible for the development of policy for Arkansas State University-Beebe Branch since 1955. The branch receives a separate appropriation from the Arkansas General Assembly for each biennium.

In 1971, the responsibility for maintenance of financial records for the Beebe Branch was transferred from the office of finance of the main campus to the business office of the branch campus. A chief fiscal officer, responsible to the dean of the Beebe Branch, was appointed when the transfer of financial records became effective. Expenditures initiated and approved by the administration of the Beebe Branch are not subject to approval by personnel of the parent institution.

The North Central Association of Colleges and Secondary Schools, at its meeting on June 30, 1971, voted to grant accreditation to Arkansas

State University-Beebe Branch as an "operationally separate" campus of the University offering lower division (freshman and sophomore) programs. The Beebe Branch offers transfer and terminal programs.

On-campus enrollment has increased from 169 in the fall of 1960 to 797 in the fall of 1975. The Beebe Branch offers off-campus programs at Little Rock Air Force Base and other locations throughout the institutional service area. Over the past five years, non-traditional programs have been initiated at the Beebe Branch. In 1974, an associate of applied science degree program was established in conjunction with the Foothills Vocational Technical School at Searcy.

A major building program was begun in 1970. A mathematics and science building, library facility, maintenance storage building, physical plant office, and parking areas have been completed over the past five years. A fine arts center is currently under construction. Partial funding has been secured for construction of a physical education facility.

Institutional Goals

The essential purpose of the Beebe Branch is to provide a two-year postsecondary program of education responsive to the needs of its clientele. The instructional program offered reflects faculty and staff awareness of the fact the clientele of the branch campus includes both traditional and non-traditional students. The maximum development of the student and service to the community are among the principal concerns of the University.

The faculty and staff share a commitment to the belief that students should be given a continuing opportunity for the development and extension of their skills and knowledge along with an opportunity to increase in

awareness of their role in and responsibility toward society. The Beebe Branch fulfills its primary role as students enter the University, fine programs compatible with their goals, persist in college until their goals are attained, and subsequently become productive members of society.

The Beebe Branch subscribes to the principle that students need a liberal education, regardless of their vocational or professional fields. Improvement of the basic education curriculum is among the main concerns of the Beebe Branch.

In terms of educational practice the Beebe Branch endorses a belief that a small two-year college must carefully select faculty for teaching excellence and interest in the development of the individual. Creative teaching is the primary goal of the faculty. The search for truth and the "research attitude" permeate instruction.

The University recognizes that an increasing number of non-traditional students are finding it necessary and desirable to pursue further education. The Beebe Branch is responsive to the needs of the non-traditional student. The University strives to offer innovative programs for the non-traditional student on campus and at off-campus locations throughout the institutional service area. The Beebe Branch is uniquely suited to meet the educational needs of a wide age and interest range.

In the area of service to the community, the Beebe Branch serves as the educational and cultural stimulant and focus. It provides professional personnel for service in various vocational, professional and social areas. The Beebe Branch makes available new knowledge and procedures that may

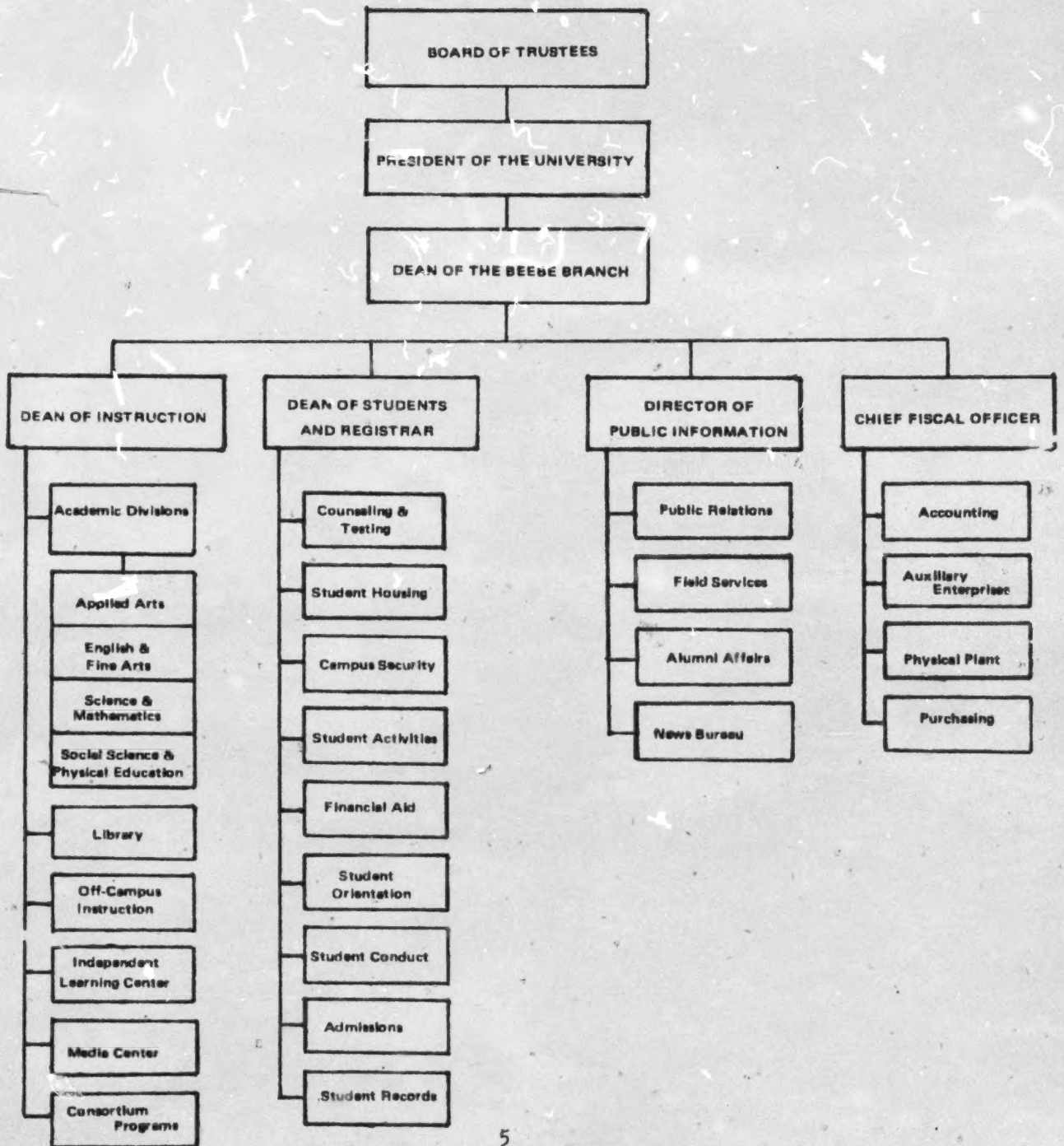
arise from research or studies conducted by the University in its capacity as a community of scholars. Located in an agricultural area, the branch campus has developed various programs designed to acquaint area farmers with recent advances in agricultural technology. The resources of the University are extended to the general public through the library, cultural programs, evening classes, the University farm, and off-campus courses.

The faculty and staff have, through extended discussion and analysis, identified six specific institutional goals which are consistent with the primary purpose of the Beebe Branch. The human and physical resources of the institution are committed to:

1. providing an environment in which the student may learn to think critically and pursue excellence in the basic academic disciplines;
2. providing quality transfer and terminal programs;
3. providing academic and career counseling to help the student make sound decisions regarding his or her occupational, educational, and personal goals and objectives;
4. identifying and meeting the needs of the non-traditional student;
5. delivering programs of off-campus instruction throughout the institutional service area; and
6. improving the cultural, economic, and social environment of the service area.

Figure 1

ARKANSAS STATE UNIVERSITY – BEEBE BRANCH
ADMINISTRATIVE AND ACADEMIC ORGANIZATION



DESCRIPTION OF ORGANIZATIONAL POSITIONS

The administrative organization of the Beebe Branch of Arkansas State University is shown in Figure 1 on the preceding page. A description of these administrative positions follows.

BOARD OF TRUSTEES

The board of control of Arkansas State University, Beebe Branch is the board of trustees of Arkansas State University. The board of trustees consists of five members, one of whom is appointed each year by the governor of Arkansas for a period of five years. Each appointment must be confirmed by the senate of the state legislature.

BOARD OF TRUSTEES - 1975

Larry Brewer, Paragould.....Term Expires January 14, 1976

Phillip D. Hout, Newport.....Term Expires January 14, 1977

Lou Mixon, Marianna.....Term Expires January 14, 1978

Mike D. Beebe, Searcy.....Term Expires January 14, 1979

Richard P. Herget, Little Rock.....Term Expires January 14, 1980

The board of trustees is a constitutional board whose function is legislative. All matters of policy are executed by the president of the university under the direction of the board. When necessary, the board may act indirectly through appointed committees. The board retains a legal firm which serves in an advisory capacity on matters involving legal responsibilities.

THE PRESIDENT

The president is the chief executive and administrative officer appointed by the board of trustees and is directly responsible to the board of trustees for the conduct of the institution, the formulation of its policies, the preparation of its annual budget, and the success of its program.

DEAN OF ASU-BEEBE BRANCH

The dean of the Beebe Branch is the chief executive and administrative officer and is appointed by the president of Arkansas State University.

The dean is responsible to the president for the educational leadership and operation of the Beebe Branch: instructional program, business affairs, budget, personnel, and other matters related to the campus.

The dean of the Beebe Branch has an additional responsibility as director of field services. The duties in this area are the following:

1. Establishing contacts between officials of the public schools and the Beebe Branch.
2. Cooperating with civic organizations in activities of mutual interest.
3. Using all media of public relations to disseminate information concerning the Beebe Branch program.

4. Making visits to public schools to furnish information to high school seniors.

5. Circulating university publications to individuals and organizations.

6. Cooperating with all agencies and divisions of the university in developing a satisfactory public relations program.

7. Welcoming campus visitors.

Four administrative officers perform special functions and report directly to the dean of the Beebe Branch; namely, dean of instruction, dean of students-registrar, director of public information, and chief fiscal officer.

DEAN OF INSTRUCTION

The dean of instruction is responsible to the dean of the Beebe Branch.

The principal duties of the dean of instruction are as follows:

1. Evaluating instructional program, on and off campus.

2. Revising and improving curriculum.

3. Improving classroom instruction.

4. Studying problems of faculty welfare.

5. Developing an in-service education program for the faculty.

6. Preparing a schedule of course offerings for instruction each semester.

DEAN OF STUDENTS-REGISTRAR

The dean of students-registrar is responsible to the dean of Arkansas State University-Beebe Branch. This officer is charged with the responsibility of administering student personnel services and cooperating with the appropriate faculty committee in the development of student policies.

The responsibilities of the dean of students are:

1. Coordinating the student activity program on the campus.
2. Coordinating the academic guidance program.
3. Formulating and implementing standards for student conduct.
4. Preparing and recommending a budget for student personnel services.
5. Administering financial aid programs.
6. Preparing and supervising a college activity calendar.
7. Providing counseling for students.
8. Organizing and directing the freshman orientation program.
9. Supervising student housing.
10. Assisting students in finding part-time employment.
11. Reviewing discipline cases and making recommendations to the discipline committee.
12. Informing the administration and faculty of student problems and opinions.
13. Counseling prospective students concerning Beebe Branch programs.
14. Maintaining a file on student organizations.
15. Maintaining a file on all automobiles operated on campus.
16. Supervising campus security and traffic.

The principal duties of the registrar are as follows:

1. Maintaining and evaluating records of students.
2. Administering the admission policies.
3. Issuing official transcripts and grade reports.
4. Maintaining a student roster and certifying student enrollment.
5. Preparing student-status lists.

6. Preparing statistical reports.

7. Preparing and recommending a budget for the registrar's office.

8. Processing and handling all outgoing Beebe Branch mail.

LIBRARIAN

The librarian is responsible to the dean of instruction for the management and operation of the Beebe Branch library. Principal responsibilities of the director of the library are:

1. Cooperating with academic and administrative staff in the selection of library materials.

2. Supervising the ordering, processing, and circulating of library materials.

3. Instructing students in the use of the library.

4. Cooperating with the library committee.

5. Supervising use of library facilities.

6. Preparing and recommending a library budget.

DIVISION CHAIRPERSONS

The division chairpersons are responsible to the dean of instruction for the general management and operation of their academic areas. Their responsibilities include:

1. Assisting in the selection of textbooks.

2. Preparing divisional budgets each spring for the following year.

3. Overseeing the preparation of "need sheets" for each department within the division.

4. Participating in the screening, selection, promotion, tenure and/or dismissal of personnel in the division.

5. Recommending to the dean of instruction teaching loads for each instructor in the division - courses, days, and hours.

6. Preparing a schedule of course offerings and presenting it to the dean of instruction.

CHIEF FISCAL OFFICER

The chief fiscal officer is directly responsible to the dean of the Beebe Branch. The duties are:

1. Assuming custody of all Beebe Branch funds.
2. Establishing and implementing accounting procedures.
3. Disbursing funds.
4. Receiving applications for classified personnel.
5. Preparing a budget.
6. Compiling financial reports and related data.
7. Supervising the physical plant.
8. Regulating the finances of student organizations and trust funds.
9. Providing over-all direction for the fiscal affairs of the institution.
10. Acting as travel supervisor.
11. Managing all auxiliary enterprises.

PURCHASING AGENT

The purchasing agent is directly responsible to the chief fiscal officer. The duties are:

1. Acting as consultant for preparation of financial and related reports.
2. Assisting in the preparation and revision of annual campus budgets.
3. Assisting the fiscal officer in the performance of his duties.
4. Determining the method of acquisition of items approved for purchase and authorizing purchase orders.
5. Supervising bidding procedures.

6. Receiving goods and checking invoices.

7. Maintaining records in accordance with regulations.

DIRECTOR OF PHYSICAL PLANT

The director of the physical plant is directly responsible to the chief fiscal officer. The duties are:

1. Supervising physical plant and grounds maintenance.

2. Establishing work priorities.

3. Accounting for repair parts and supplies.

4. Inspecting buildings regularly and recommending remodeling and/or repairs.

5. Assisting the chief fiscal officer in preparation of the budget.

6. Coordinating the motor pool and supervising purchase and maintenance of vehicles.

7. Keeping a complete physical plant inventory.

8. Maintaining utility services.

9. Assisting the dean in planning construction.

DIRECTOR OF PUBLIC INFORMATION

The director of public information is responsible to the dean of ASU-Beebe Branch for the dissemination of news originating on the campus and for field service activities. The duties of the director are:

1. Using all media of public relations to disseminate information concerning the Beebe Branch.

2. Cooperating with civic organizations.

3. Circulating Beebe Branch publications.

4. Planning and making visits to public schools to furnish information concerning the Beebe Branch and its programs.

5. Cooperating with all divisions in developing a public relations program.

6. Welcoming campus visitors.

7. Preparing a budget for the office of public information.

FACULTY COMMITTEES

The faculty committees are appointed each year by the dean of the Beebe Branch. He appoints the chairpersons of each committee.

The following list includes committees for the year 1975-76:

1. Discipline Committee

The discipline committee works closely with the dean of students in recommending and implementing policies affecting student behavior. The committee conducts disciplinary hearings involving students.

2. Admissions and Credits Committee

The committee administers the admission, re-admission and retention policies. The committee reviews and evaluates records furnished by students desiring admission. The dean of students-registrar retains the right of final decision.

3. Campus Beautification Committee

The committee cooperates with buildings and grounds personnel to maintain an attractive campus.

4. Library Committee

The committee studies the library needs in view of the academic program and advises the librarian on matters of general policy, development of library resources, and integration of the library program.

5. Publications Committee

The committee approves editorial appointments for campus publications and advises on matters of policy.

6. Scholarship Committee

Academic scholarships are awarded by the committee after consideration

of all applications according to qualifications outlined by the Department of Higher Education and by the committee.

7. Co-curricular Committee

The committee serves in an advisory capacity. The members study co-curricular activities, recommend changes, and promote cooperation among organizations.

8. Curriculum Committee

The curriculum committee is comprised of the dean of instruction who serves as chairman, the four division chairpersons, and four faculty members - one elected by the faculty in each division. The committee evaluates the curriculum and recommends the addition or deletion of courses.

9. Cooperative Education Committee

The committee evaluates and improves the cooperative education program.

10. Study Committee on the Improvement of Instruction and Curriculum Development

The special committee was appointed by and made responsible to the dean of instruction for studying instruction and curriculum and recommending changes. The committee is specifically charged with developing innovative techniques in teaching.

PERSONNEL POLICIES

EMPLOYMENT OF FACULTY

General Statement of Employment Policy

The University employs personnel without regard to race, color, national origin, religion, or sex of the employee. With regard to academic employees, however, no division of the Beebe Branch shall employ any person in any capacity if such person is the spouse, issue, or related within the third degree of consanguinity or affinity to any other employee of the division. To avoid possible conflicts of interest, persons familially related in the Beebe Branch are prohibited from participating either formally or informally in discussion to hire, retain, promote, or determine the salary of the other. This policy shall not affect farm laborers, custodians, or other non-academic employees.

Appointment of Teaching Staff

Recommendations for appointment to the teaching staff are initiated by the division chairpersons. Faculty members should feel free to propose the names of candidates to the head of their respective division. The dean of instruction will make recommendations to the dean of the Beebe Branch who in turn will make recommendations to the president. The president will make final decisions on the appointment of faculty members. All faculty members are appointed annually.

Credentials Required

All faculty members are required to have on file in the office of the dean of instruction a complete and up-to-date official transcript and

personal data file. New faculty members must file a Form W-4 for withholding tax deductions and social security, teacher retirement forms, and insurance data forms with the chief fiscal officer during the first week of employment.

Faculty Salaries

In general, the salaries of faculty members are fixed by the budget adopted biennially by the legislature and the annual budget of the board of trustees. The salary begins on the date the faculty member reports for duty under a contract.

Salary increases are based on the appropriation of funds by the legislature and within limits of the operating budget. However, within the limitations of the budget, salaries are increased in relationship to the type of position, academic preparation, tenure, and total services an individual renders to the University. Promotions in salary are recommended by the division chairpersons and deans and are approved by the president.

Faculty Evaluation

The following characteristics will be considered in evaluating individuals for initial appointment, retention, and/or promotion in academic rank:

(a) Contributions to field of learning, such as publications, participation in professional activities, membership on committees and in organizations of state or national scope; other contributions reflecting credit in terms of the individual's professional standing; and work which reflects recognition of the Beebe Branch.

(b) Improvement and efficiency in teaching ability, including such things as presentation, inspiration, and appreciation of student difficulties and background in the light of the nature of subjects and students taught. For appointment or promotion to any rank above instructor, special consideration should be given to promise of developing effective teaching ability.

(c) Value of the individual to the Beebe Branch in committee work, student advising, assumption of responsibility, community contact and activity, cooperativeness, professional attitude, and other similar personal traits and contributions.

(d) Except under very unusual circumstances the highest academic rank attainable without the earned doctorate will be assistant professor. Under no circumstances will a rank higher than associate professor be attained without the earned doctorate.

Tenure

The University's official policy concerning tenure is stated in Appendix B.

Academic Responsibility

A. The fundamental responsibilities of a faculty member as a teacher and scholar include a maintenance of competence in his field of specialization. He should be judicious in his use of controversial material in the classroom and should introduce such material only as it has a clear relationship and is appropriate to the subject field.

B. He should recognize that his position in the community imposes upon him special obligations and responsibilities. As a member of an educational institution, he must realize that the public may judge his profession and his institution by his public statements as a citizen; hence, he should strive at all times to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to indicate that he is not an institutional spokesman.

C. He has a further obligation to his colleagues and students to inform his division chairperson in writing as early as possible of his intention to leave the institution. Except by agreement with the dean of instruction and dean of the Beebe Branch, he should not resign his position after agreeing to an appointment.

D. Each instructor is expected to prepare and maintain a course outline for each subject taught; course outlines should be referred to during planning to insure a degree of consistency in education from year to year and class to class.

Retirement

All faculty members employed by the University are required to participate in TIAA-CREF or the Arkansas Teacher Retirement System. The University will contribute, on behalf of each faculty member, six percent (6%) of the faculty member's nine- or twelve-month contracted salary. TIAA-CREF contributions are tax sheltered and are figured on the total contracted salary. If a faculty member elects to participate in the Arkansas Teacher Retirement System, he may contribute 6% on either his total contracted salary or on a maximum of $7,800.

Faculty members participate in the federal social security program, and payments are withheld from each month's check.

Information and forms for insurance, teacher retirement, TIAA-CREF, and social security are available in the office of the chief fiscal officer.

Vacations

Faculty members on twelve-month contracts will be granted four weeks (20 working days) of vacation time with full pay during the contract period. Legal holidays will not count as part of the four weeks (20 working days) of vacation time. Vacations must be taken during periods when classes are not in session.

Insurance and Hospitalization

The University, for the benefit of the faculty, operates a group insurance and hospitalization plan. The plan is completely funded by the University. The plan is underwritten by the Equitable Life Assurance Society of the United States. The chief fiscal officer acts as the agent for the company, and settlements are made in that office.

Arkansas State University carries a travel policy that covers all faculty members when on official Arkansas State University-Beebe Branch business outside the city limits of Beebe. The amount of insurance is $100,000, payable to the faculty members' beneficiaries.

Sick Leave and Disability

Sick leave for staff members is provided at the rate of one day for each month of service, accrues monthly, and accumulates up to a maximum of ninety days. Up to five days of sick leave may be used annually because of

illness or death of immediate relatives. In case of protracted illness or other disability, an employee will be continued on the payroll to the extent of the sick leave reserve.

Absences for sick leave should be reported to the appropriate division chairperson.

Those faculty members having tenure contracts are eligible for long term disability income protection under the group plan with Equitable Insurance. Under this plan, a faculty member will be guaranteed sixty percent of his salary to a maximum of $1,200 per month as long as he is disabled, to age 65.

Educational Privileges

The University will matriculate members of the faculty, their spouses, and unmarried children who reside with them for undergraduate studies at a tuition rate of $2.00 per credit hour. For graduate level studies, these persons will be eligible for a waiver of one-half tuition. In recognition of the foregoing fringe benefits, the University will not award any other financial subvention to members of the immediate family of Beebe Branch faculty members.

The approval of the dean of instruction and the president of the University is required for faculty members to enroll in courses offered at Arkansas State University.

Semester Teaching Load

The teaching load of a faculty member at the Beebe Branch may vary according to teaching assignments. Fifteen (15) hours per semester is considered a

regular teaching load. A faculty member's teaching load may be arranged so that he will teach only twelve (12) hours per semester when the enrollment in the classes is large enough to justify the reduced teaching load. Faculty members who have teaching assignments that require them to make preparations for four (4) different courses should have a maximum teaching load of twelve (12) hours. In determining the teaching load of a faculty member, laboratory courses will be counted at a ratio of two laboratory hours to one hour of regular classroom work. Teaching load credit will be allowed for other activities and duties when assigned and approved by the dean of instruction.

Work Week - Office Hours

A regular work week is Monday through Friday for all teaching personnel.

Each faculty member is responsible to his division chairperson for posting and keeping office hours for counseling duties.

Absence from Campus

When an employee of the Beebe Branch is absent from his duties, whether voluntarily or due to illness, he is required to report such absence directly to the appropriate division chairperson at the earliest possible date in order that arrangements may be made to take care of his duties during his absence. Persons going away from the campus on official University business should report such plans as far in advance as possible.

Faculty Meetings

Regular meetings of the faculty of Arkansas State University-Beebe Branch are held for the purpose of contributing to the in-service training

of the instructional staff, of permitting faculty participation in the forming of Beebe Branch policies, and of hearing committee reports and recommendations. If a situation arises that can best be handled in a faculty meeting, the dean of instruction or dean of the Beebe Branch will make the necessary announcement.

Faculty Association

The faculty association promotes the Beebe Branch by striving for better communication among faculty, between faculty and students, between faculty and community, and between faculty and administration. The association is open to all faculty and contract members of the library staff. Meetings are held monthly during the academic year. The constitution is Appendix A.

Summer School Employment Plan

The number of faculty members employed during the summer session is determined by the estimated student demand in each division. In divisions that do not require the services of all their regular teaching staff during the summer session, a policy of rotation is followed.

Leave of Absence

Leave of absence with or without compensation may be granted to faculty members based on individual written agreement between the Beebe Branch and the faculty member when the leave will be of mutual benefit to both parties. See Appendix C for policies governing leave of absence with compensation.

Attendance of Faculty at School Activities

All faculty members are encouraged to be present at

(a) All pre-school faculty meetings called before the opening of the fall semester.

(b) All general faculty meetings, division meetings, committee meetings to which faculty members have been assigned, academic counseling meetings, and other group meetings of a specific nature to which faculty members may be assigned.

(c) Student assembly programs.

Membership in Professional Organizations

Members of the faculty of the Beebe Branch are encouraged to hold membership in as many professional organizations as each individual may choose and to attend meetings of those professional organizations. Members of the Arkansas Education Association attend the state meeting at their own expense.

Outside Employment

Teachers or officers are not permitted to engage in any business, employment, or vocation or to accept a position of responsibility or trust which in any way interferes with the efficiency of their service to the Beebe Branch or which may cause embarrassment to the Beebe Branch.

Members of the instructional staff must have prior approval in writing from the dean of instruction before accepting outside employment, and central administrative staff members must have prior approval of the president of the University.

ADMINISTRATIVE AND INSTRUCTIONAL POLICIES

Admission of Students

Information regarding admission of students to the Beebe Branch, general regulations pertaining to registration of students, and academic requirements are found in the current catalogue.

Registration Procedures

Registration instructions will be issued by the registrar before the beginning of each term. Faculty members should be available during the registration period.

Class Roster

After registration is completed, each instructor will receive class cards for each class he is scheduled to teach.

If a student attends a class and the instructor does not have a class card for that student, the instructor should send the student to the registrar's office. A student should not be allowed to continue to attend a class unless the instructor has written notification from the registrar's office.

Schedule Changes

Any change in the student's enrollment during a semester must be initiated through his adviser. The student completes a change of schedule form which may be obtained from the registrar's office. The change of schedule must be approved by the instructor of the class involved, the dean of instruction, and the registrar. Before this change becomes effective, a fee must be paid in the office of the chief fiscal officer and the change of schedule form returned to the registrar.

If the student drops during the first one-third of the semester or term, the grade will be recorded as a "W" on the student's permanent record. If a student withdraws from a class after the first one-third of the semester or term, the instructor will enter the grade "WP" or "WF" on the roster, depending upon the grade average at the time of official withdrawal.

Withdrawals from the Beebe Branch

A student withdrawing from the Beebe Branch during a semester must fill out a withdrawal card and have it processed through the library, the office of the chief fiscal officer, and the registrar. If the student is living on campus, a clearance must also be made through the dean of students' office.

Mid-Semester and End-of-Semester Grade Reports

Class rosters to report mid-semester and final grades will be furnished to each faculty member. Instructors will submit their completed class rosters to the registrar. The faculty member is responsible for making necessary corrections.

Student Class Attendance

All students are expected to attend each laboratory session or class meeting of each course in which they are enrolled. It shall be the student's responsibility to notify his instructor prior to or immediately following an absence from a laboratory session or class meeting. The student will be allowed to make up tests and other work when his absence is due to illness or when he participates in an activity sponsored by the Beebe Branch. The sponsor of each Beebe Branch activity will provide a list of participating students to the dean of instruction prior to the activity. A student's

failure to notify his instructor may result in forfeiture of his right to make up tests or other work. NOTE: According to Veterans Administration regulations attendance records are made available for certification purposes.

Grading System

The grading system gives A, B, C, and D as passing grades which entitle the student to credit for the course.

A mark of "F" is given when the quality of work done by the student is too low to entitle him to credit for the course, or when the student withdraws unofficially, i.e. fails to fill out the proper forms and secure permission to withdraw.

A grade of "W" is given if a student officially withdraws after the end of the registration period and before one-third of the semester or term has been completed.

A grade of "WP" is given if the student officially withdraws from the course after one-third of the semester or term has been completed and his work is of "D" quality or better at the time of withdrawal. If a student does not have a passing grade in the course at the time of withdrawal, the grade will be recorded as "WF".

A grade of "I" (incomplete) is recorded when a student fails to meet all course requirements for reasons beyond his control. Illness of the student or serious illness or death in the family are classified as such reasons. Procrastination, pressure of work on other courses, or work not connected with the student's school load are not satisfactory reasons. If

the "I" grade is given, it should be recorded in pencil on the class roster. When the "I" grade has been removed, the registrar should be immediately notified by processing a "change of grade" form. An "I" grade not removed within time specified by the instructor, or in any case by the close of the immediately succeeding semester, shall automatically become an "F". (Summer terms are not considered in this time period for removing "I" grades.)

Administration and Supervision of Classroom Instruction

Division chairpersons, under the general direction of the dean of instruction, are responsible for the management and the improvement of the instructional programs within their respective divisions.

The dean of instruction visits a minimum of one class lecture for each instructor during the academic year. In addition, student evaluations of classroom instruction are made during the fall semester.

Catalogue and Class Schedule Planning

Division chairpersons and respective faculty prepare the Beebe Branch catalogue and class schedules prior to publication dates.

Instructional Supplies and Textbooks

A budget is provided for each division for the purpose of furnishing classroom supplies essential to the instructional program.

Textbooks are to be purchased by students. Under normal circumstances, no more than two textbooks should be required in any one course. Textbooks and supplies are stocked in the Beebe Branch bookstore.

The selection of textbooks will be made by the faculty member, the

division chairperson, and the dean of instruction. The instructor requests books through the division chairperson.

Before a textbook may be discontinued, approval must be obtained from the division chairperson and submitted in writing to the office of the dean of instruction.

Assignments of Classrooms and Office Space

Classroom assignments for each term of the school year are contained in the class schedule. These assignments are made by the dean of instruction. Any request for reassignment of classrooms should be made to the dean of instruction. Office space assignments are made by the dean of the Beebe Branch.

Counseling and Guidance

Professional counseling and guidance services are available to assist students. Each student is assigned to a faculty adviser, who assists students in planning courses of study and approves class schedules. Students who have selected a major are assigned to an adviser in that area. Students who have not selected a major are assigned to a general adviser until a major has been selected.

Student Activities

Co-curricular activities at the Beebe Branch are designed to provide learning experiences that are of value to every student; and faculty members are urged to support the program.

Each student organization of the Beebe Branch must have faculty members or other persons approved by the dean of students as regular advisers.

Serving as adviser involves attendance at meetings and social affairs of an organization and participation in planning the activities of the group.

A student-events calendar will be maintained in the dean of students' office in order to prevent conflicts in scheduling events. Dates for all student events shall be cleared in advance.

Financial Aid and Scholarships

The Beebe Branch participates in several student financial aid programs. The dean of students will provide information to persons interested in applying for financial assistance.

Scholarships and grants-in-aid are administered by the faculty scholarship committee, which is appointed by the dean of the Beebe Branch.

Field Trips and Excursions

Field trips should be planned so that student absence from classes is held at a minimum and should be announced far enough in advance that students with part-time employment have the opportunity to make the necessary arrangements. The instructor should be in a position to affirm that all reasonable precautions to avoid accidents have been observed. All field trips and excursions require the prior approval of the dean of instruction. He should be provided with the destination, the date of the trip, and the names of participating students at least three days in advance.

Service Policies

The library adjusts its services to the various uses made of it. Rules are kept to the minimum necessary for good service. The library staff is available to aid faculty members. Requests for purchase of materials should be made well in advance of need. Advance information on class assignments and reserve lists will make it possible for the library staff to give better service.

Purchase of Books, Periodicals and Other Instructional Materials

All faculty members are urged to request books and other instructional materials for purchase by the librarian through the division chairperson. Most of the requests should be in the hands of the head librarian before December 1, and February 1 is the deadline.

Each instructional division is allotted funds based on a percentage of the total book budget for the year. The plan for this allocation is prepared by the head librarian and the library committee. Division chairpersons are notified of the amount available as soon as possible after the librarian receives the approved budget.

Suggestions for new or substitute periodical subscriptions should be made by June.

Circulation Regulations

Books other than reference and reserve may be kept by faculty members for a semester.

During the day, reserve books may be used in the library only. They

may be checked out for overnight use one-half hour before closing time and must be returned at 8:00 a.m. the next day.

Borrowers who lose or mutilate library materials are charged for their replacement, including cost of acquiring and processing. Special circulation privileges must be arranged with members of the regular library staff.

AUDIO VISUAL SERVICES

Media Center

The media center houses the audio-visual materials and equipment. The director of the media center supervises and coordinates the use of the audio-visual room and equipment and orders films at the instructors' requests.

The media center has facilities for production of classroom aids. Materials are available and the media center director will assist if requested.

Films from State Film Library

The State Department of Education has made available a library of films. Faculty members should anticipate needs and order films in advance. Orders are made directly to the State Film Library.

Audio-Visual Equipment

Audio-visual equipment is under the supervision of the media center director. The director makes arrangements for class use of the audio-visual materials in the film room or elsewhere if contacted at least a day in advance.

Independent Learning Center

The independent learning center provides opportunity for students to work in a self-motivated, self-directed, and self-paced program to meet individual needs. Developmental programs are provided for students who need a basic, skill-building course.

BUSINESS PROCEDURES

Budgetary Procedures

The budget is prepared under the general supervision of the chief fiscal officer at ASU-Beebe Branch. In January each division chairperson is asked to present proposals which are incorporated into the comprehensive budget recommendation. The dean of the Beebe Branch reviews the budget request before it is submitted to the administration on the main campus at Jonesboro. After being reviewed by the administration from the main campus, the budget is presented to the board of trustees for approval. After the fall enrollment is determined, the budget may be revised, if necessary, and resubmitted to the board of trustees for approval. The chief fiscal officer will submit copies to the various divisions and administrative officers who are charged with the responsibility of approving expenditures within the budget. The chief fiscal officer is responsible for seeing that money spent is within the budget.

Purchasing Procedures

A requisition form must be submitted for any purchase. If the requisition is within the authorized budget, an attempt is made to complete the purchase. The method of purchasing is determined by the amount of the purchase and the type of merchandise, commodity or service being requested. Standard purchasing procedures are set out through laws of the State of Arkansas and they are adhered to. In any case a purchase order is issued. It might be a request to purchase issued to the state purchasing department who issues an award authorizing the vendor to deliver to the

ordering agency or it might be our agency purchase order, depending on item requested.

When delivery of the requested item has been assertained through a receiving report from the requestor and acceptable invoices for the merchandise has been received, the payment process is begun.

Student Employees

Beebe Branch students employed part-time on the campus will receive wages determined by the state minimum wage laws. No student will be permitted to work more than sixty hours per month. Designated faculty members file time cards with the dean of students each week.

Maintenance

Repairs to academic division buildings, equipment, or furniture should be requested through the director of the physical plant. Equipment or furniture housed with a division may be moved but no equipment requiring electricity, gas, water, air or sewer connections should be moved except by trained personnel. No furniture or equipment should be moved from any building without prior approval of the director of the physical plant.

Travel Regulations

Beebe Branch personnel are required to adhere to state travel regulations. (See Appendix D.) The traveler must submit a completed Form TR-1 to receive reimbursement for travel.

MISCELLANEOUS INFORMATION

Issuance of Keys

Keys will be issued to the faculty and staff members in the office of the purchasing agent. No key deposit is required. Personnel should report loss of keys immediately, and a charge of $1.00 per key will be made for the replacement.

News Releases

Faculty members are requested to channel all news through the director of public information.

Student Placement Activities

Student part-time employment service for jobs on or off campus is located in the office of the dean of students.

Motor Vehicle Registration

All automobiles operated on the campus of the Beebe Branch must be registered with the security officer. Each faculty member will receive an automobile sticker. This registration is required in addition to city and state registration.

Calendar of Activities

Beebe Branch calendar of events is maintained in the dean of students' office to coordinate avtivities.

Faculty members or organization officers are encouraged to place scheduled events on the school calendar as early as possible.

Use of Gymnasium

Any faculty member wishing to use the Beebe Branch gymnasium should

make the necessary arrangements with the dean of students. The gymnasium is available for many Beebe Branch activities and for civic and educational groups. It is important to maintain an accurate schedule of all activities to avoid conflicts.

APPENDIX A

of two years.

All members of the Faculty Association are eligible to hold any elective office of the Association.

Section 5. Committees. There shall be four standing committees within the Faculty Association, each committee being responsible for the initial study and consideration of matters within its specific area of concern. The committee shall consist of the following

(a) The Committee on Faculty Affairs - whose specific area of concern shall be communication among faculty members;

(b) The Committee on Student Affairs - whose specific area of concern shall be communication between faculty and students;

(c) The Committee on Community Affairs - whose specific area of concern shall be communication between faculty and community;

(d) The Committee on Administrative Affairs - whose specific area of concern shall be communication between faculty and administration.

Each committee shall report to the Faculty Association and make recommendations on matters considered by that committee.

ARTICLE II

AMENDMENTS

Amendments to this constititution may be proposed by a majority vote of the Faculty Association in a general meeting. The text of a proposed amendment shall be distributed to each member not less than fifteen days before it shall be considered. An amendment must be approved by a majority vote of the Faculty Association in a general meeting.

ARTICLE III

RATIFICATION

This constitution shall become effective immediately following the unanimous approval of the faculty members present and voting in a faculty meeting called for that purpose. Following approval of the constitution the acting Chairman of the Faculty Association shall immediately take steps to call such elections as will be necessary to put it into operation.

CONSTITUTION
OF THE
FACULTY ASSOCIATION
ARKANSAS STATE UNIVERSITY-BEEBE BRANCH

This constitution of the Faculty Association of the Arkansas State University-Beebe Branch is adopted in order to promote the Beebe Branch by striving for better, more effective, communication among faculty members, between faculty and students, between faculty and community, and between faculty and administration.

ARTICLE I
THE FACULTY ASSOCIATION

Section 1. Composition: All members of the instruction staff with the rank of instructor or above are members of the Faculty Association.

Section 2. By-Laws: The Faculty Association shall adopt such by-laws as it considers necessary to function effectively.

Section 3. Meetings: The Faculty Association shall hold monthly meetings, except during the summer months. Special meetings may be called by the Chairman of the Faculty Association. A quorum shall consist of twenty-five percent (25%) of the members of the Faculty Association, for voting purposes.

Section 4. Officers: The officers of the Faculty Association shall be elected by the Association and shall consist of a Chairman, a First Vice-Chairman, a Second Vice-Chairman, a Third Vice-Chairman, a Fourth Vice-Chairman, and a Secretary-Treasurer.

The Chairman shall preside over the meetings of the Faculty Association. The First Vice-Chairman shall preside in the absence of the Chairman, and shall act as Chairman of the Committee on Faculty Affairs.

The Second Vice-Chairman shall act as Chairman of the Committee on Student Affairs.

The Third Vice-Chairman shall act as Chairman on the Committee on Community Affairs.

The Fourth Vice-Chairman shall act as Chairman of the Committee on Administrative Affairs.

The Secretary-Treasurer shall keep records of the Faculty Association proceedings, and handle all finances.

The Chairman and Vice-Chairman shall be elected for a term of one year and shall not be eligible for immediate re-election to the same office. The Secretary-Treasurer shall be elected for a term

BY-LAWS

I. In keeping with the spirit and purpose of this Association and in order to utilize the special competencies of all staff members of the University, The Faculty Association designates as voting members of The Faculty Association all contract members of the library staff.

II. Complete current records of membership indicating voting rights in The Faculty Association shall be kept by the Secretary-Treasurer of The Faculty Association.

III. The Faculty Association may levy such dues upon its membership as shall be determined by a majority vote. The Secretary-Treasurer shall receive all monies paid to the Association, and shall maintain a record of all receipts and disbursements.

IV. The Chairman shall call the meetings specified in the Constitution Article I, Section 3 written notice being given to the members of The Faculty Association at least three days in advance. The Chairman shall schedule such meetings at times deemed best suited to the University program.

V. The Chairman shall call a special meeting of the Faculty Association upon the petition of ten (10) members of the Association.

VI. Nomination and Election Procedures

A. Nomination of Officers

1. The Chairman shall appoint a committee to present nominations for the offices of Chairman, First Vice-Chairman, Second Vice-Chairman, Third Vice-Chairman and Fourth Vice-Chairman. The position of Secretary-Treasurer shall be included every second year in presenting nominations. The nominations committee shall present at least two names for each office to be filled. Nominations will also be accepted from the floor at the time of the elections.

2. Secret ballots shall be used in all elections of officers.

3. A majority of the votes cast by members present shall be necessary to elect an officer of the Association.

B. Election Procedure

1. The election shall be conducted during the month of April each year.

2. Newly elected officers shall take office during the May meeting of the Faculty Association.

C. Filling Vacancies

At the first regular meeting after a vacancy occurs nominations for that office shall be taken from the floor and successive secret ballots baken until one candidate receives a majority of the votes cast.

APPENDIX B

TENURE POLICY

A. Definition

Tenure means that a faculty member has established himself in this academic community. He may expect to continue in his academic position unless adequate cause for dismissal is demonstrated in a fair, objective hearing, according to the procedure of due process outlined below (Section VI). Only full-time staff members holding academic rank above the rank of instructor may achieve tenure. The contract conferring tenure will so state and will constitute notice of tenure. While administrative and certain other positions do not cary tenure, personnel who hold academic rank in addition to these positions may achieve tenure in connection with their academic rank. A faculty member who is appointed to such a position may achieve or will retain tenure in connection with his academic rank.

B. Tenure Schedule

The period for granting tenure is as follows:

Persons initially appointed as professors, associate professors or assistant professors must be reviewed for tenure no later than the completion of their fifth year of service at Arkansas State University, and tenure must be granted with the completion of their sixth year of service at Arkansas State University.

Tenure may be granted with any earlier contract.

Persons holding the rank of instructor will not receive tenure, and the time spent as instructor will not be credited to the pre-tenure probationary period required by those ranks in which tenure may be earned.

Employment in soft money assignments which will be discontinued when federal funds or other special funds are exhausted and the assignments terminated does not necessarily count as part of the probationary period in meeting requirements for tenure, since these are non-tinured positions.

C. Procedure for Recommending Tenure

Tenure is awarded by the Board of Trustees acting through the president of the University and the vice president for instruction. Recommendations for tenure originate at the division level. Procedures by which qualified individuals are recommended for tenure must be approved by a majority of the tenured faculty in the division, must be in writing, and must be approved by the administration.

D. Conditions Under Which a Moratorium is Placed on Tenure

Each division is allowed to grant tenure to no more than seventy-five percent of its full-time faculty members. In the event that a division reaches this percentage, a moratorium is placed on tenure in that division, and pre-tenured faculty members may be retained in excess of the time schedule in Section B without receiving tenure.

Such retention, however, is not a commitment on the part of the University to award tenure in the future. The pre-tenured status of a person retained under the moratorium conditions is not different from that of any other pre-tenured faculty member.

Those divisions already exceeding the seventy-five percent limit for tenured faculty are required to withhold any further granting of tenure until their percentage is reduced to below seventy-five percent.

Nothing in the above shall be interpreted as precluding the Board of Trustees from granting tenure to an individual beyond the seventy-five percent limit, in those instances where an individual's contributions and achievements are of such exemplary and outstanding nature as to merit a waiver of the seventy-five percent limit. In such unusual cases, however, the Board of Trustees shall receive endorsements through the procedure outlined in paragraph C and require other such substantiation as it deems appropriate.

E. Cessation of Tenure

A faculty member ceases to have tenure when he reaches the age of sixty-five. He may be retained thereafter on a yearly basis at the discretion of the appropriate administrative officials.

NON-REAPPOINTMENT OF FACULTY MEMBERS NOT HOLDING TENURE

A. Schedule of Non-Reappointment

Prospective faculty members will be informed of their rights and obligations as faculty members by the division chairperson, dean of instruction or dean of the Beebe Branch. Except as provided in Section III, (E), written notice of the intention not to reappoint a faculty member who does not hold tenure will be given by the division chairperson, dean of instruction or dean of the Beebe Branch in accordance with the following schedule:

1. Not later than March 1 of the first full academic year of service.
2. Not later than December 15 of the second full academic year of service.
3. At lease twelve months before the expiration of an appointment after two or more full academic years.

B. Request for Reconsideration

The responsibility of the institution to faculty not holding tenure is the fulfillment of contractual terms and access to the standards and criteria governing their retention on the faculty, promotion in rank, and achievement of tenure.

The right of a faculty member who does not hold tenure to know the reasons for his non-reappointment is recognized. A faculty member who is not reappointed may consult with the division chairperson, the dean of instruction or the dean of the Beebe Branch,

in that order. If, after this consultation, he wishes to appeal his non-reappointment further, he shall have the right of requesting the president to reconsider his non-reappointment.

C. Professional Conduct and Standing

Even though a faculty member is not reappointed, his responsibility for completing his assignment wholeheartedly and in a professional manner is not lessened; neither are his rights, privileges, and professional standing lessened.

NOTE: The foregoing policy shall inure against all new faculty employees subsequent to the date of April 13, 1974, and it shall not be applicable to faculty members employed before that date.

DISMISSAL OF FACULTY MEMBERS

A. Reasons for Dismissal

A faculty member will be dismissed only for adequate cause: professional incompetence, insubordination, physical disability, moral turpitude, or neglect of professional responsibilities.

B. Financial Emergency

Cases of bona fide financial emergency or the phasing out of institutional programs requiring reduction of faculty may permit exceptions of tenure and dismissal regulations. In these cases faculty members shall be able to have the issues reviewed. The faculty member concerned will be given notice as soon as possible. Before terminating an appointment because of the phasing out of an instructional program, the administration will make every effort to place affected members in other available positions for which the individual's academic preparation qualifies him.

PROCEDURE FOR DISMISSALS

A. Recognition of Cause for Dismissal

Administrative officers, faculty members, or students who believe that reasonable cause for dismissal of a faculty member exists shall express this belief and the reasons for its existence in writing to the appropriate division chairperson and dean of instruction who will discuss their recommendations with the dean of the Beebe Branch. The dean of the Beebe Branch will conduct a preliminary investigation to elicit additional information from appropriate parties. Final responsibility for initiating dismissal proceedings lies with the president of the University.

B. Consultations

When, after an investigation, the president believes that cause for dismissal exists, the administration of the Beebe Branch will make a bona fide effort to achieve resolution of difficulties through

preliminary conferences, discussion, or confidential mediation.

C. Advisory Committee

If no resolution is achieved; the President will request that the chairman of the faculty association appoint an Advisory Committee of three tenured faculty members, none of whom shall be from the college or independent division of the faculty member whose case is being heard. The chairman of the advisory committee will be a member of the Tenure Committee. Their inquiry should be informal and flexible; they are to offer confidential advise to the faculty member and to the administration in an attempt to effect an adjustment.

D. Charges

If an adjustment is not achieved, the president should formulate a statement of the grounds for dismissal. The statement should be reasonably detailed. This statement should be sent to the faculty member in a registered or certified letter which also informs him of his right to a hearing before a senate-appointed faculty committee. The president should also send a copy of the statement of charges to the chairman of the Faculty Senate.

E. Hearing Committee

The Faculty Senate will immediately appoint a Hearing Committee composed of seven teaching faculty members with tenure. No member should have been a member of the previous Advisory Committee; none should be from the college or independent division of the faculty member whose case is being heard. Four sequential alternates should be appointed. (More will be appointed if they are required.) The committee will select its own chairman. The hearing will be scheduled by the president and the chairman of the hearing committee as early as possible, but allowing adequate time for the faculty member to prepare his defense. Prior to the hearing, the faculty member should submit to the hearing committee a written response to the charges.

F. Withdrawal of Proceedings

At any time during the procedure prior to the hearing committ's recommendation, the faculty member may acquiesce to the dismissal, and the hearing will be halted. Similarly, the administration may drop dismissal proceedings.

G. Suspension

The faculty member will not be suspended from his normal duties unless his welfare or that of the institution or its students is threatened by his continuance. Unless legal considerations forbid, such suspension will be with pay and with appropriate assignment to other useful duties whenever possible. If the faculty member feels he has been unfairly suspended without pay, the tenure committee will

advise him of the procedure for filing a claim for pay with the State Claims Commission.

H. Publicity

The hearing will be conducted in private. Except for brief announcements as may be required concerning the time of the hearing and related matters, public statements about the case by either the faculty member or administrative officers should be avoided until the proceedings have been completed.

I. The Hearing

A hearing committee member will remove himself from the case if he deems himself disqualified for bias or interest. Each party will have a maximum of two challenges without stated cause. Removed committee members will be replaced from alternates appointed by the Faculty Senate. Charges contained in the initially formulated statement of grounds for dismissal may be supplemented at the hearing by evidence of events including new grounds which have occurred after the initial communication to the individual. If supplementary charges are offered, the committee will provide the faculty member with additional time to prepare his defense. The committee will determine the order of proof, supervise the interviewing of witnesses, and, if necessary, require the presentation of evidence important to the case. The faculty member and the administration will have the privilege of assistance by counsel. The faculty member will have the opportunity to be confronted by all witnesses adverse to him. Where unusual and urgent reasons move the hearing committee to withhold this right, or where the witness cannot appear, the identity of the witness, as well as his statement, will be disclosed to the faculty member during the hearing. Subject to these safeguards, written depositions may, when necessary, be taken outside the hearing and reported to it.

J. Committee Recommendations

Opportunity will be given to the faculty member or his counsel and the president or his designated representative to argue orally before the committee. If written briefs are desired, the committee may request them. The committee will formulate its recommendations in private on the basis of the hearing, making explicit findings with respect to each of the grounds for removal presented. The president and the faculty member will be notified of the recommendation in writing, and a copy of the full record of the hearing will be given to both parties or their counsels. Publicity concerning the committee's recommendation will be withheld until final disposition of the case by the Board of Trustees. Any release of information to the public will be made through the President's office.

K. Consideration by Board of Trustees

The president will deliver a full report of the case, including the hearing committee recommendations, to the Board of Trustees.

The Board of Trustees should review the case if the dismissal is still proposed. Its review should be based on the record of the previous

hearing, accompanied by opportunity for argument, oral or written or both, by the principals or their representatives.

A brief statement about the disposition of the case should be made by the president to the chairman of the Faculty Senate and to the faculty member involved and to others that he deems it important to inform.

APPENDIX C

LEAVE OF ABSENCE POLICIES
FOR ARKANSAS STATE UNIVERSITY PERSONNEL

I. Purpose

The purpose of policies for leave of absences is for encouraging scholarly pursuits which will contribute to the effectiveness of the individual and thus to the value of his subsequent services.

II. Eligibility

The instructional staff, or administrative personnel, shall be considered for compensated leave.

III. Regulations Governing Leaves

Compensated leave for the purpose of graduate study, travel, research, or work experience may be granted on the following schedule:

OPTION I

a. After two academic years - one summer term of five to eight weeks with compensation at 50 percent of one summer term's salary. Or, one may elect two summer terms, totaling at least ten weeks, with compensation at 50 percent of two summer terms' salary.

b. After four academic years - if one summer of compensated study leave has been used, an additional summer leave may be granted under the above condition.

c. After six academic years - if no leave has been used, a full academic year may be approved at half-salary. One-half year of leave at full salary may be substituted, provided the individual requesting this option finds a suitable replacement.

OPTION II

Eligible persons, with not less than four nor more than five years of service to the University, may be granted an academic year's leave of absence for the purpose of graduate study, travel, research, or work experience. Compensation shall be at 8 percent of regular salary for each year of prior service to the University.

A combination of the two options cannot be used. After all specified leave time has been used for a seven-year period, the individual begins accruing additional leave time under the above schedule.

IV. Salary Determination

Under Option I, a and b, compensation for summer study is based on the salary the individual would have received had he taught on the campus that summer. Under Option I, c, and Option II, compensation for an academic year's leave is based on the salary under the individual's latest contract prior to leave.

V. Substitute Service

The regular work load of an individual granted leave shall be carried by a substitute appointed by the administration. His salary shall be paid from university funds.

VI. Application for Leave

Detailed plans for the period of the leave shall be submitted at least one semester in advance for the approval of appropriate authorities.

VII. Formal Approval Requirements

Applications for leave shall be screened by a faculty leave committee, one-half of whom shall be appointed by the president of the university and one-half by the Faculty Senate. The committee's recommendation shall be submitted to the president of the university for final action.

VIII. Obligation to Return

The individual granted a leave shall obligate himself to return to the university for at least one academic year. Should he voluntarily fail to meet this obligation, he shall refund to the university the salary, plus interest, received during the leave.

IX. Obligation to Report Upon Return

The individual granted a leave shall file a report with the president of the university upon the year's activities while on leave.

X. Limitations as to Number on Study Leave

The number granted leaves during any one academic year shall not exceed five percent of the faculty. An additional five percent of the faculty may be granted leave for either or both of the summer terms.

APPENDIX D

STATE TRAVEL REGULATIONS

GENERAL PROVISIONS

MEALS AND LODGING

TRAVEL DAY

The travel day shall commence at 6 a.m., and shall include (1) breakfast, (2) lunch, (3) dinner, and (4) one night's lodging and shall end the following morning at 6 a.m.

MAXIMUM DAILY ALLOWANCES FOR MEALS AND LODGING

Effective April 1, 1970, each full calendar day in travel status, when all four items of breakfast, lunch, dinner, and lodging are included, the maximum daily allowance will be limited to $25.00 per day within the state and $35.00 per day outside the state - plus applicable sales tax. The out-of-state rate for the applicable sales tax must be shown on the travel expense statement.

MEALS AND LODGING FOR PARTIAL CALENDAR DAYS

For partial calendar days, where all four items are not included in the travel claim, the allowances for reimbursement should be in reason and in proportion to amounts claimed for the same items when all four items are included. The traveler must keep in mind at all times that reimbursement is to be claimed for actual expenses for meals and lodging within the limitations set out herein, and the maximum must not be claimed unless expenditures for such purposes are actually made.

MISCELLANEOUS MEALS AND LODGING PROVISIONS

The traveler is charged with the responsibility for securing receipts to properly support each item listed on the Travel Expense Reimbursement Form TR-1.

The maximum for meals and lodging may be exceeded only if there is a special written authorization from the Travel Administrator.

Before an employee can claim reimbursement for meals and lodging, an "Official Station" must be established by the Travel Administrator. Reimbursements cannot be claimed for meals and lodging within the city or town of the "Official Station". The city or town where meals are purchased must be listed on Form TR-1.

State employees loaned from one State Agency to another State Agency can be reimbursed for travel expense by the agency who benefits from his

travel as long as the general expense vouchers state the Title Code and agency paying his salary.

TRANSPORTATION

PRIVATELY-OWNED MOTOR VEHICLES

When privately-owned motor vehicles are used, the owner can claim reimbursement at the rate of thirteen (13¢) cents per mile, highway mileage. Vicinity mileage should be separated from the "To and From" mileage on the TR-1 Form giving beginning and ending speedometer readings. This reimbursement is based strictly on official miles driven and the state assumes no responsibility whatsoever for any maintenance, operational cost, accidents, fines, tolls, parking fees, etc., incurred by the owner of the vehicle while on official business for the state. However, if more than one traveler is transported in the same vehicle, only the owner can claim mileage reimbursement.

Everyone using a personal car for official business must file with the Travel Administrator the name of his insurance company and policy number.

This reimbursement covers state officials, state employees, guests of the state, state associated persons and board members, unless otherwise prohibited by law.

PRIVATELY-OWNED AIRPLANES

Reimbursement is the same as for privately-owned motor vehicles except that the reimbursement mileage is determined by the shortest major highway route at a rate of thirteen (13¢) cents per mile.

COMMON CARRIER

When common carriers (plane, bus, etc.) are used to transport persons on state business, the employee should make the travel arrangements and have the agency bill the Beebe Branch. However, if it is not possible for the agency to bill ASU, the traveler can make payment and file claim for reimbursement. Claims for "actual cost" should be made on a TR-1, and it must be supported by a ticket or receipt from the vendor.

When it becomes necessary to pay transportation charges or storage fees for articles used in the official business of the agency, this can also be charged on a TR-1 as "Incidentals" but must be fully explained.

MISCELLANEOUS TRAVEL EXPENSE

All miscellaneous expenses incurred in connection with travel reimbursement request must be clearly identified and explained in detail on a TR-1. These items must be supported by receipts. Fees for parking a state-owned vehicle are reimbursable.

The law does not permit any traveler to claim reimbursement for personal entertainment, tips, flowers, valet service, laundry and cleaning, or other similar personal expenses.

ABUSES

TRAVELER AND THE TRAVEL ADMINISTRATOR WILL BE HELD DIRECTLY RESPONSIBLE FOR ANY ABUSE OF ANY OF THE PROVISIONS SET OUT ABOVE. IF ABUSES ARE FOUND, CORRECTIVE MEASURES WILL BE TAKEN.

RESTRICTIONS

Miscellaneous restrictions on travel expense reimbursement are summarized in the list below.

(1) Maximum daily allowance for meals and lodging for in-state travel is $25.00.

(2) Maximum daily allowance for meals and lodging for out-of-state travel is $35.00.

(3) Receipts are required for lodging and commercial travel.

(4) Private car mileage will be limited to thirteen (13¢) cents per mile highway mileage.

(5) Major oil company credit cards issued to a State Agency are not to be used to pay for meals and lodging.

(6) No reimbursement will be allowed to any traveler for personal entertainment, tips, valet services, flowers, laundry and cleaning, and the like. (This applies to all travelers.)

(7) No expenses for meals or lodging will be allowed within the city or town of the employee's "Official Station."

(8) All claims for travel by state employees must be made out by the traveler and payment will be made only to the traveler. One state employee may not include in his travel expense statement the expenses of another state employee traveling in his company.

(9) Payment will not be approved when claims are made out in the name of some hotel or claimant other than the traveler.

(10) No expenses will be allowed for rental of space, decorations, entertainment or other arrangements in connection with banquets held solely for the benefit of employees.

(11) Petty cash funds cannot be used to make travel advances or travel reimbursements.

(12) Travel expenses incurred in border areas, such as Memphis and Texarkana, shall be defined as in-state travel.

(13) For out-of-state travel, the mileage reimbursement shall be the lesser of either first class air fare or the rate of thirteen (13¢) cents per mile.